

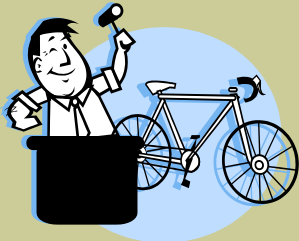
Brickyard News

Special points of interest:

- Personnel Updates
- Helpful Hints
- LPAA Training News
- November Training Schedule

Auction Information

The next auctions will be held on November 9 & December 14. Remember you can view the items at the auction site three days prior to the auction date. For a copy of the auction brochure and buyers guide, please view our website the week of the auction.



LA Property Assistance Agency
P O Box 94095
1059 Brickyard Lane
Baton Rouge LA 70804-9095
(225) 342-6849 Main
(225) 342-6853 Compliance
(225) 342-6855 Fleet
• www.doa.louisiana.gov/lpaa

Louisiana Property Assistance Agency

Personnel Updates: New Faces

New Compliance Officer

We are pleased to welcome a new Compliance Officer to the LPAA family! Ms. Sharon Ferguson-Grant has joined us and has replaced Andy as a compliance officer. As most of you know Andy Collier has now been promoted to Compliance Supervisor. We are thrilled to have Sharon as part of the Compliance Department! She can be contacted at 225-342-3022 or Sharon.Grant2@la.gov.



Helpful Hints

From the desk of LaQueda Causey....

As most of you are aware La Queda is in charge of processing the orders for the property tag requests. She has noticed that many of the forms aren't being completed properly. It is important that these forms are filled out correctly so the order can be properly placed. The most common mistake we are seeing is that the Agency number is incorrect. The agency number should be the 5 digit number that is used in the AMS system. Please see the top half of the form below for reference.



REQUEST FOR PROPERTY TAGS

This is a request for State of Louisiana Property Tags in accordance with State Property Control regulations, Chapter 3, Paragraph 309B.

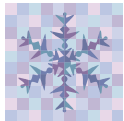
Agency Information:			
Agency Number	24821	Date Requested	Date
Agency Name	Full Agency Name		
Agency Address	Full Agency Address		
	Street	City	Zip
Contact Name:	Name (First & Last)	Phone #:	Telephone Number
Property Manager Signature: _____			

Helpful Hints Cont.

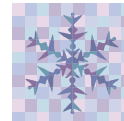
- When completing a form from LPAA that asks for the Agency Number, this is different from the Isis number. The agency number is the 5 digit number that you use in the Asset Management System. For example, the agency number for LPAA is 24821.
- The **As Of Report** is now back on the Reports Page. The report can be run by all Property Managers and anyone else that has Agency User Access.

LPAA Training News

LPAA is still offering a new class called **Certification and Audit Preparation**. This class will be continued through the month of November and will become a permanent class. We are happy to announce that our inaugural class was packed and attendees left with a wealth of knowledge. We know some of you were not able to attend in September, so be sure to sign up early to save your spot! This class will give you a step-by-step walk through on how to conduct your annual inventory certification, from notifying LPAA, preparing paperwork, completing the packet, and mailing the packet in. The audit preparation portion of the class will give you insight on how LPAA conducts an audit, what to expect, and what the auditors are looking for. This very informative class will be offered with each set of training classes.



November Training Schedule



The **training schedule** has been set for November. If you would like to attend property/fleet or AMS training, you can sign up through LPAA's website at www.doa.la.gov/lpaa/training.htm. The dates and times of each class are listed below:

Type	Location	Date	Time
AMS 8	LPAA	November 20, 2013	9:00 am — 11:30 am
Certification & Audit Prep	LPAA	November 20, 2013	12:30 pm — 3:30 pm
Fleet Rules & Regulations	LPAA	November 21, 2013	9:00 am — 11:30 pm
Property Rules & Regulations LPAA	LPAA	November 21, 2013	12:30 pm—3:30 pm

